

RETURN TO H&S BN FILES

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
3800 Belleau Woods Avenue
San Diego, California 92140-5199

OFFICIAL FILE COPY

BnO 5355.4E w/CH-1-2-3-4,5,6
3
19 NOV 1996

BATTALION ORDER 5355.4E w/CH-1-2-3-4-5-6

From: Commanding Officer
To: Distribution List

Subj: URINALYSIS SCREENING PROGRAM

Ref: (a) MCO P5300.12
(b) DepO P5300.7

Encl: (1) Sample Probable Cause Urinalysis Letter
(2) Sample Command Directed Urinalysis Letter
(3) Sample Random Urinalysis Letter
(4) Sample Urinalysis After Action Report
(5) Sample Unit Sweep Urinalysis Letter
(6) SOP for Urinalysis Screening (MCRD Form 5350/01 SACCO)
(7) Roster of Battalion Sections

1. Purpose. To establish policy and procedures for urinalysis testing.
2. Cancellation. BnO 5355.4D.

3. Summary of Revision. This Order has been reformatted and contains substantive changes. The following are the major changes to this Order.

a. Paragraph 4. Per reference (b), Marines of this battalion will be tested at least three times per year vice once each quarter.

b. Paragraph 5. The Battalion Urinalysis Coordinator will deliver a random urinalysis letter to the respective company commander the day prior to the urinalysis test.

c. Paragraph 6. Marines returning from six or more days of leave are no longer required to provide a urine sample.

d. Enclosure (2). The breakdown of the sections to be tested has been revised. Supply Division has been broken down into its component sections. Food Services Division has been divided into Messhall #620, Messhall #569, and the Food Services Division office personnel (Building 12). These changes have been made to reduce the impact a urinalysis has on mission accomplishment.

4. Policy *E. ENCLOSURE (8) SAMPLE VOLUNTARY URINALYSIS LETTER. INSERT ENCLOSURE (8) BEHIND ENCLOSURE (7).*

a. In accordance with reference (b), Marines assigned to Headquarters and Service Battalion will provide a minimum of three urine samples per year. To accomplish this requirement, at least three unit sweeps will be conducted each year. Additionally, a random urinalysis program is established. Marines assigned to RUC 34024, with the exception of Recruiters School students, transients assigned to Medical Holding Platoon, Transient

Holding Platoon, and Marine Corps Nonappropriated Funds Audit Service will take urinalysis tests with the commands they are assigned to.

b. Recruiters School and the Commanding Officer of Headquarters Company (for Marine Enlisted Commissioning Education Program Preparatory School) are responsible to ensure that assigned students are tested within the first week of their scheduled course (reference b).

c. Only a commanding officer may direct a urine sample be taken from an individual, unit, or specific part of the unit in order to test for drug presence (reference (a)).

5. Types of Urinalysis

a. Probable Cause. A probable cause urinalysis is a search of an individual's urine for evidence of illegal drug use. In order for a Marine to take a probable cause urinalysis, there must be a reasonable belief that the substances exist in the Marine's urine which will substantiate that the Marine has used illegal drugs. Enclosure (1) provides the format to direct a probable cause urinalysis.

b. Command Directed. A command directed urinalysis is a urinalysis that the commanding officer has ordered the Marine to take. Command directed urinalysis are often given to determine a Marine's competence for duty, need for medical treatment, or fitness for duty (e.g. displays bizarre behavior, returns from U.A.). A command directed urinalysis is normally not admissible as evidence at a court-martial and can only be used for limited purposes at an administrative discharge board. Enclosure (2) provides the format to direct a command directed urinalysis.

c. Unit Sweeps. A unit sweep is a urinalysis where all members of a unit/section are tested.

d. Random Urinalysis. A random urinalysis is a urinalysis where the individuals or units/sections identified to take the urinalysis are randomly identified.

e. Voluntary Urinalysis. A voluntary urinalysis is where the individual voluntarily consents to taking the urinalysis. Enclosure (3) provides the format for a voluntary urinalysis.

6. Urinalysis Procedures. Headquarters and Service Battalion consists of Headquarters Company, Service Company, and Recruiters School. Units are further broken down into sections. Some sections, because of their size and location, are further divided for purposes of urinalysis selection. See enclosure (7).

a. Random urinalysis. Only the Battalion Commander may direct a random urinalysis. When the Battalion Commander desires to have a random urinalysis administered, he will direct the Battalion SACO to use the following process:

(1) The SACO will draw slip(s) of paper from a container which contains pieces of paper representing each individual section (see enclosure (7)). The Battalion Commander will specify how many slips of paper will be drawn.

(2) The SACO will then prepare a proposed schedule for administering the random urinalysis. For sections that are organized into watch section (e.g., PMO, Food Services) random urinalysis tests will be scheduled over a sufficient number of days to test all watch sections.

(4) ON THE DAY OF THE URINALYSIS, THE URINALYSIS COORDINATOR WILL NOTIFY THE RESPECTIVE COMPANY COMMANDER WHICH SECTION IS BEING TESTED AND WILL DELIVER THE SIGNED LETTER TO THE SECTION OIC OR SNCOIC.

(5) The urinalysis coordinator will coordinate with the section SNCOIC to administer the test.

(6) The section SNCOIC will provide a roster (rank, name, initials, SSN) of all Marines in the section to the Urinalysis Coordinator. The section will annotate any Marines who are not physically available to participate in the urinalysis (leave, TAD, etc.).

(7) The section will provide at least two NCO observers as well as an NCO/SNCO assistant urinalysis coordinator. The observers will be briefed and will sign enclosure (6). Observers will be the same sex as the Marines they are observing.

(8) The Urinalysis Coordinator will provide the company commander with an after action report following completion of the urinalysis (enclosure (4)). The after action report will include the roster for the test provided by the section. The company commander will verify the accuracy of the roster and forward the report to the Battalion SACO.

b. Unit Sweep. Only the Battalion Commander may direct a unit sweep. The following procedures will be utilized to conduct a unit sweep:

(1) Unit sweeps will be conducted at the section level. The Battalion SACO will develop a schedule for unit sweeps each quarter. The Battalion Commander will review the proposed schedule and authorize the Battalion SACO to conduct the scheduled unit sweeps.

(2) ON THE DAY OF THE URINALYSIS THE COORDINATOR WILL NOTIFY THE RESPECTIVE COMPANY WHICH SECTION IS BEING TESTED AND WILL DELIVER THE SIGNED LETTER TO THE SECTION OIC OR SNCOIC.

(3) The procedures for administering the unit sweep will be the same as the procedures outlined for administering the random urinalysis.

7. Action

a. Battalion Substance Abuse Control Officer

(1) Establish and maintain the procedures for urinalysis as outlined in paragraph 5, above.

(2) Ensure that a sufficient number of random urinalysis tests are conducted to complement the unit sweeps to effectively deter drug use.

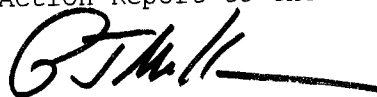
(3) Maintain a record of each urinalysis screening conducted for the current year and previous two years.

(4) Ensure Marines involved in conducting urinalysis testing (e.g., observers, assistant coordinators) have been thoroughly instructed by the Battalion Urinalysis Coordinator on proper procedures.

BnO 5355.4E

b. Company Commanders and Director, Recruiters School

- (1) Ensure compliance with the procedure detailed in paragraph 5.
- (2) Identify NCOs to serve as observers for the section to be tested.
- (3) Return Urinalysis After Action Report to the Battalion SACO.

A handwritten signature in black ink, appearing to read 'P. J. Mullin', with a long horizontal stroke extending to the right.

P. J. MULLIN

Distribution: A

RETURN TO HQS IN FILE
UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
3800 Belleau Wood
San Diego, California 92140-5199

BnO 5355.4E Ch 1
3

04 DEC 1983

BATTALION ORDER 5355.4E Ch 1

From: Commanding Officer
To: Distribution List

Subj: URINALYSIS SCREENING PROGRAM

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 2, paragraph 6a(2), add the following sentence:
For sections that are organized into watch sections (e.g., PMO, Food Services) random urinalysis tests will be scheduled over a sufficient number of days to test all watch sections.

b. On page 3, paragraph 6b(1), between the first and second sentence, add: For sections that are organized into watch sections (e.g., PMO, Food Services) unit sweeps will be scheduled over a sufficient number of days to test all watch sections.

c. On enclosure (7), line 11, line out HADJ and replace it with HDAJ.

3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic Order.


P. J. MULLIN

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RETURN TO HQS IN FILE

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
3800 Belleau Wood
San Diego, California 92140-5199

BnO 5355.4E Ch2

3

12 MAR 1997

BATTALION ORDER 5355.4E Ch2

From: Commanding Officer
To: Distribution List

Subj: URINALYSIS SCREENING PROGRAM

Encl: (8) Sample Voluntary Urinalysis Letter

1. Purpose. To direct changes to the basic Order and to provide a new enclosure.

2. Action

*a. On page 1, under Encl: add "(8) Sample Voluntary Urinalysis Letter". Insert enclosure (8) behind enclosure (7).

*b. On page 2, paragraph 5, add the following: "e. Voluntary Urinalysis. A voluntary urinalysis is a urinalysis where the individual voluntarily consents to taking the urinalysis. Enclosure (8) provides the format for a voluntary urinalysis."

*c. On page 3, delete paragraph 6a(4) and replace it with: "(4) On the day of the urinalysis, the Urinalysis Coordinator will notify the respective company commander which section is being tested and will deliver the signed letter to the Section OIC or SNCOIC."

d. On page 3, paragraph 6a(5) delete the words "On the day of the urinalysis," and capitalize the "T" in The.

e. On page 3, delete paragraph 6b(2) and replace it with: "(2) On the day of the urinalysis, the Urinalysis Coordinator will notify the respective company which section is being tested and will deliver the signed letter to the Section OIC or SNCOIC."

f. On page 4, paragraph 7b(1), change "5" to "6".

g. On enclosure (3) delete the "Via" line.

h. On enclosure (5), delete the "Via" line.

3. Filing Instructions. File this change transmittal immediately following the change 1 transmittal page of the basic order.


P.J. MULLIN

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UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 5355.4E Ch 3

3

30 APR 1997

BATTALION ORDER 5355.4E Ch 3

From: Commanding Officer

To: Distribution List

Subj: URINALYSIS SCREENING PROGRAM

Encl: (1) New page insert to BnO 5355.4E

1. Purpose. To transmit new page insert to the basic Order.
2. Action. Remove enclosure (7) and replace with corresponding enclosure contained in the enclosure.
3. Filing Instructions. File this change transmittal immediately following the change 2 transmittal page of the basic order.



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UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 5355.4E Ch 4
3
10 Dec 97

BATTALION ORDER 5355.4E Ch 4

From: Commanding Officer
To: Distribution List

Subj: URINALYSIS SCREENING PROGRAM

Encl: (1) New Page insert to BnO 5355.4E

1. Purpose. To transmit new page insert to the basic Order.
2. Action. Remove enclosure (7) and replace with corresponding enclosure contained in the enclosure.
3. Filing Instructions. File this change transmittal immediately following the change 3 transmittal page of the basic Order.



P. J. MULLIN

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HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 5355.4E Ch 5

3

24 SEP 1998

BATTALION ORDER 5355.4E Ch 5

From: Commanding Officer
To: Distribution List

Subj: URINALYSIS SCREENING PROGRAM

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On enclosure (7) line 5, delete HBS1 Bn S-1 and insert HCPA Consolidated Personnel Administration Center.

b. On enclosure (7) line 9, add Equal Opportunity Advisor.

c. On enclosure (7) line 11, delete Mil Pers, Equal Opportunity Advisor.

d. On enclosure (7) line 22, after Supply Operations add /DSSC.

e. On enclosure (7) line 25 delete DSSC Direct Support Stock Control.

3. Filing Instructions. This change transmittal will be filed immediately following change 4 transmittal page of the basic Order.



P. J. MULLIN

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UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 5355.4E Ch 6
3
26 Mar 99

BATTALION ORDER 5355.4E Ch 6

From: Commanding Officer
To: Distribution List

Subj: URINALYSIS SCREENING PROGRAM

Encl: (1) New Page insert to BnO 5355.4E

1. Purpose. To transmit new page insert to the basic Order.
2. Action. Remove enclosure (7) and replace with corresponding enclosure contained in the enclosure.
3. Filing Instructions. File this change transmittal immediately following the change 5 transmittal page of the basic Order.



P. J. MULLIN

DISTRIBUTION: A

Sample Probable Cause Urinalysis Letter

Company Letterhead

5300
(office code)
(date)

From: Commanding Officer, _____ Company
To: Name/Rank of Marine SSN/MOS

Subj: PROBABLE CAUSE URINALYSIS

Ref: (a) BnO 5355.4E

1. In accordance with reference (a), you are directed to report immediately to the Battalion Substance Abuse office (Second deck of Building 15) for urinalysis.

2. You are suspected of possible drug use due to the circumstances surrounding _____.
(Detail circumstances of incident here)

Signature of Commanding Officer

RECEIVING ENDORSEMENT

5300

1. I received these orders at _____ on _____.
(time) (date)

(Signature)

FIRST ENDORSEMENT

From: Battalion Substance Abuse Control Officer
To: Commanding Officer, _____ Company

1. _____ reported to the SACO office at _____. SNM
(name) (time/date)
provided a urine sample.

2. Remarks:

(Signature)

Enclosure (1)

Sample Command Directed Urinalysis Letter

Company Letterhead

5300
(office code)
(date)

From: Commanding Officer, _____ Company
To: Name/Rank of Marine SSN/MOS

Subj: COMMAND DIRECTED URINALYSIS

Ref: (a) BnO 5355.4E

1. In accordance with reference (a), you are directed to report immediately to the Battalion Substance Abuse office (Second deck of Building 15) for urinalysis.

Signature of Commanding Officer

RECEIVING ENDORSEMENT

5300

1. I received these orders at _____ on _____.
(time) (date)

(Signature)

FIRST ENDORSEMENT

From: Battalion Substance Abuse Control Officer
To: Commanding Officer, _____ Company

1. _____ reported to the SACO office at _____. SNM
(name) (time/date)
provided a urine sample.

2. Remarks:

(Signature)

Sample Random Urinalysis Letter

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
3800 Belleau Wood
San Diego, California 92140-5199

5300

(date)

From: Commanding Officer
To: OIC/SNCOIC, _____ Section

Subj: RANDOM URINALYSIS SCREENING

Ref: (a) BnO 5355.4E

1. Your section has been selected to participate in a random urinalysis screening on _____. Direct a SNCOIC to coordinate with the Battalion
(date)

Urinalysis Coordinator (Building 15, ext. 1971) as to the location for the urinalysis. Provide the Urinalysis Coordinator with a roster (rank, name, initials, SSN) of all Marines in the section. Annotate the roster for the Marines that are not available for the urinalysis (leave, TAD).

2. Marines will not be released from the urinalysis site until a sample is provided.

BN COMMANDER'S signature

Copy to:
Bn SACO

Enclosure (3)

Sample Urinalysis After Action Report

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
3800 Belleau Woods Drive
San Diego, California 92140-5199

5300
(date)

From: Urinalysis Coordinator
To: Commanding Officer, Headquarters and Service Battalion
Via: Commanding Officer, _____ Company/Director, Recruiters School

Subj: URINALYSIS AFTER ACTION REPORT

Ref: (a) CO, H&S Bn ltr 5300 of _____

Encl: (1) Section Roster

1. Per the reference, the below units/sections were administered a urinalysis test on _____ at _____ ending at _____.
(Date) (Start time) (Completion time)

Unit/Section _____
Total Tested _____
Unavailable _____ (see enclosure (1))

2. Point of contact is _____ at 4-_____.

(Urinalysis Coordinator signature)

FIRST ENDORSEMENT

(Date)

From: Commanding Officer, _____ Company
To: Commanding Officer, Headquarters and Service Battalion (ATTN SACO)

1. Forwarded.
2. I have reviewed the roster and certify its accuracy.
3. Remarks:

(Company Commander)

Sample Unit Sweep Urinalysis Letter

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
3800 Belleau Wood Avenue
San Diego, California 92140-5199

5300
(office code)
(date)

From: Commanding Officer
To: OIC/SNCOIC, _____ Section

Subj: UNIT SWEEP URINALYSIS

Ref: (a) BnO 5355.4E

1. Your section has been selected to participate in a unit sweep urinalysis screening on _____. Direct a SNCOIC to coordinate with the Battalion
(date)

Urinalysis Coordinator (Building 15, ext. 4-1971) as to the location for the urinalysis. Provide the Urinalysis Coordinator with a roster (rank, name, initials, SSN) of all Marines in the section. Annotate the roster for the Marines who are not available for the urinalysis (leave, TAD).

2. Marines will not be released from the urinalysis site until a sample is provided.

BN COMMANDER'S signature

Copy to:
Bn SACO

Enclosure (5)

SOP FOR URINALYSIS SCREENING

1. The Observer will be responsible for maintaining constant, visual surveillance of all personnel who are slated for the urine sample collection. They will maintain eye contact with the individual's groin area and the bottle to ensure that the sample is in no way contaminated.
2. If the individual drops the bottle in the urinal, the observer will make sure that he/she contacts the Coordinator (if applicable) at the issuing point to have the individual get another sample bottle.
3. The Observer will make sure that no one leaves the head area without the bottle, and if they have to leave that the individual knows to turn in the bottle to the Coordinator.
4. The Observer will direct participants to fill the bottle no less than three quarters full.
5. The Observer will ensure that the participants occupy the urinals and not the stalls for urination (Females use stalls only).
6. The Observer will ensure that after the participant completes the test, he/she will sign the ledger adjacent to the participant's name. The Observer, at this time, is certifying that the sample bottle contains urine provided by the Marine.
7. If there are any procedural mistakes in the head, the Observer will report it to the Coordinator. If there are any problems or questions, please call the Depot Substance Abuse Control Officer at ext. 1836/1832.

I have read and understand the above SOP for Urinalysis Screening.

Signature	Date & Time
MCRD 5355/18 (9-88) (BACK)	

Roster of Battalion Sections

Headquarters Company

1. HACS AC/S Recruiting
2. HVIS Training and Visual Information Support Center (TVISC) and TVISC Reproduction
3. HBAJ H&S Bn Adj/Career Planner/Bn Chaplain
4. HBAN Depot Band
5. HPAC Consolidated Personnel Administration Center
6. HBS3 Bn S-3
7. HBS4 Bn S-4
8. HCIS Communication and Information Systems Division
9. HCMD CG's Staff, Equal Opportunity Advisor
10. HCPT Depot Comptroller
11. HDG1 G-1 (Includes AC/S G1, Depot Career Planner, Postal, Substance Abuse Counseling Center, and Depot Adjutant)
12. HDG3 G-2/3 (Includes Museum and Ceremonial Detail)
13. HISP Depot Inspector and Quality Management Division
14. HMCC Marine Corps Community Services
15. HPAO Public Affairs Office
16. HPMO Provost Marshal's Office
17. HQCO Headquarters Company Office Staff
18. HSJA Staff Judge Advocate's Office
19. HMLN Hospital Liaison, Naval Regional Medical Center San Diego
20. HDCH Depot Chaplain
21. HNAF Marine Corps Non Appropriated Funds Audit Service

Service Company

22. SDHQ Supply Division Headquarters
23. SCLO Clothing Issue
24. SCAP Contracting and Purchasing
25. SARM Depot Armory
26. SPCO Property Control
27. STMO Traffic Management Office
28. SDG4 G-4
29. SFAC Facilities Maintenance (Includes Billeting and Public Works)
30. SFSD Food Services Division
31. S569 Mess Hall #569
32. S620 Mess Hall #620
33. SMPT Motor Transportation Division
34. SVCO Service Company Office Staff

Recruiters School

35. RCTR Recruiters School Permanent Personnel

Sample Voluntary Urinalysis Letter

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
3800 Belleau Wood
Marine Corps Recruit Depot
San Diego, California 92140-5199

5300
3
date

From: Rank, Name SSN/MOS USMC
To: Commanding Officer

Subj: VOLUNTARY URINALYSIS CONSENT

1. I have been requested to provide a urine sample. I have been advised of the following:

a. I am suspected of the use of an unlawful substance.

b. I have the right to decline to provide a specimen for testing.

c. If a specimen is provided, any evidence of illegal drug use resulting from said testing may be use as evidence in a court-martial proceeding.

2. I hereby voluntarily consent to provide a urine sample.

Signature: _____

Date: _____

Print: _____

Witness: _____

Date: _____

Print: _____